



GOV-TA-0009

Documentation for

SFF TA TWG Policies & Procedures

Rev 2.0

July 7, 2021

This guide provides SFF TA TWG participants with the knowledge of the processes the SFF TA TWG follows to accomplish its work. Questions about the content of this document should be directed to the SNIA Technical Council Managing Director at tcmd@snia.org.

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Foreword

This document was authored by the SFF TA TWG, a SNIA Technology Affiliate Technical Working Group. Since its formation as the SFF Committee in August 1990, the membership has included a mix of companies which are leaders across the industry.

For those who wish to participate in the activities of the SFF TA TWG, the signup for membership can be found at <https://www.snia.org/sff/join>.

Revision History

Rev 1.0 *June 29, 2016*

- First publication, approved by SNIA TC

Rev 2.0 *July 7, 2021*

- Added document number (GOV-TA-0009) & upgraded to SFF TA TWG template
- Changed required companies from one to three in Sections 3.2 and 3.5
- Various editorial changes

Table of Contents

1 Introduction..... 5

2 References and Conventions..... 5

 2.1 Industry Documents 5

 2.2 Sources..... 5

3 Exceptions 6

 3.1 Definitions..... 6

 3.2 New Work Items 6

 3.3 Document Classifications 6

 3.4 Release Process 6

 3.5 Official Voting Process..... 6

1 Introduction

The primary objective of this document is to establish fair and consistent policies and procedures for the operation of the SNIA SFF Technology Affiliate (TA) Technical Work Group (TWG). This document is owned and maintained by the SNIA Technical Council under the provisions of the Policies and Procedures of the SNIA. This document is intended for use by all Members and Participants of the SFF TA TWG.

All policies and procedures defined in the SNIA Technical Work Group Policies and Procedures document (https://www.snia.org/about/corporate_info/documents) shall be followed by the SFF TA TWG except for the exceptions defined in this document.

2 References and Conventions

2.1 Industry Documents

The following documents are relevant to this document:

- SNIA Technical Work Group Policies and Procedures
- GOV-TA-0001 SFF TA TWG Process Guide

2.2 Sources

The complete list of SFF documents which have been published, are currently being worked on, or that have been expired by the SFF Committee can be found at <https://www.snia.org/sff/specifications>.

The latest SNIA Technical Work Group Policies and Procedures can be found at <https://members.snia.org/wg/Members/document/29042>.

Suggestions for improvement of this specification will be welcome, they should be submitted to <https://www.snia.org/feedback>.

3 Exceptions

The sections referenced in this document refer to version 4.5 of the SNIA TWG Policies & Procedures document. Each exception describes the differences that apply to the SFF TA TWG.

3.1 Definitions

In the *Definitions and Abbreviations* Section (1.2) the following replaces the definition of TWG Voting Member.

TWG Voting Member: A TWG Member that is an SFF TA TWG Member.

3.2 New Work Items

At the beginning of the section of *Document Work Items* and *SNIA Architecture Work Items* (2.3.2.1), the first two paragraphs are replaced by the following:

- A TWG may delete and/or modify Work Items that are within the scope of its existing Charter with an official vote.
- A TWG may create Work Items that are within the scope of its existing Charter at the request of three TWG Voting Members.

3.3 Document Classifications

The document classification defined in the section on *SNIA Technical Document Classifications* (6.3) will be applied by the TWG as follows:

- **Working Draft:** Document classification for all unapproved SFF TA TWG documents
- **SNIA Standards:** Document classification for approved documents, same as SFF TA TWG "Published Document"

3.4 Release Process

In the Section *SNIA Technical Document Approval Processes* (6.4) the following has been added:

The SFF TA TWG operates under an open access policy where all specifications are available to the general public. The SFF TA TWG may release revisions for their Working Drafts and their SNIA Standards without further approval (see 6.3.1.2).

3.5 Official Voting Process

In the section on *Official Voting Process* (10.1.2) the following two bullets will replace the 7th bullet item:

- An Official Vote for anything other than the release of a Final Document shall be considered approved if the majority of the votes cast are Yes. Votes of Abstain shall not be considered in the count of votes cast when determining the majority of the votes cast.
- An Official Vote for the release of a SNIA Technical Proposal shall be considered approved if there are three or more Yes votes, and zero No votes with accompanying technical comments. A comment shall be determined to be technical by an Official Vote.